

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड  
**NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND**

Ref. No. NITUK/D/2015/468

Date: 23.02.2015

**CIRCULAR**

Sub: Security of Documents

The faculty members entrusted with administrative responsibilities, officers and staff of Departments / Sections including Superintendents do handle files and documents during performance of their duties. It is mandatory that such files and documents shall be returned to the concerned Department/Section (such as Stores, Academic, Establishment section and so forth) for its safe custody, as soon as the work is over. Tampering or retaining official documents in personal possession in any form viz photocopy, photograph, or copy by electronic gadgets is highly objectionable and therefore, will be considered as indiscipline.

Public documents such as circulars, office orders and letters forwarded for information addressed to concerned individual may be retained as personal copy. Office copy is permitted to be retained only by the initiating section / department. However, copies of application or representations made by self to the authorities may be retained as personal document.

It is further enjoined that no official documents should be passed on to the public. In case a written request is received from outside agencies for any official information / document, the matter shall be referred to the Director (through respective heads) for further guidance. This shall be observed scrupulously. Any violation in this respect will attract disciplinary action under conduct rules.

These are extant orders which are in force since inception of the Institute. These are now reiterated and brought to the notice of all Faculties, Officers, Superintendents and other staff for strict observance.



**Director**

Copy To:

1. All HoDs and Section Heads- for information & Circulation among the staff
2. Associate Deans.
3. Assistant Registrar.
4. PA to Director.
5. Guard file for record.